



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Transportation Program

Sub-Section:

TITLE: Bridge Inspection Reports

CUTOFF: Bridge removal

DESCRIPTION: Bridge and culvert inspection report and photographs. Includes data from bridge inspection records and formal reports on major bridge structures (over 1,000 feet). The reports and photos are distributed to the District Engineer and State Bridge Engineer to plan program items for the bridge.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23675

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Contractor Questionnaire

CUTOFF: Expiration of questionnaire

DESCRIPTION: Includes Annual Contractor Questionnaires, Prequalification Questionnaires and other contractor/vendor documents needed to perform construction work for the department.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23608

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Field Bridge Inspection Records

CUTOFF: End of state fiscal year

DESCRIPTION: Field bridge and culvert inspection records as required by the Federal Highway Administration (FHWA) based on 23 CFR 650 Subpart C - National Bridge Inspection Standards. Includes prior ratings and data, observation notes and conditions of the culvert/ bridge with new rating. Some inspections are annual. The minimum required is bi-annual. Information is submitted by MoDOT to FHWA annually. Information is used to determine transportation program needs for upcoming years.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23670

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Transportation Program

Sub-Section:

TITLE: Field Welder Certifications

CUTOFF: When superseded or obsolete

DESCRIPTION: Vendor certifications for field welders required by 516.120 RSMo and Missouri Standard Specifications for Highway Construction Section 712.6. Testing is performed by an accredited testing facility or independent lab.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Welder certificates are good for three years if the individual has worked on at least one MoDOT project every year for each of the three years.

DISPOSITION ACTION: Destroy

SERIES: 23664

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Infrastructure Features

CUTOFF: End of state fiscal year

DESCRIPTION: Road and bridge features and documents approving the implementation of infrastructure features and changes to features. Includes, but not limited to emergency crossovers or other permitted improvements by private entities or local governments.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23686

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Infrastructure Functional System Reports and Data

CUTOFF: End of calendar year

DESCRIPTION: Includes Automated Road Analyzer (ARAN) log sheet, friction log sheet and ARAN video. These records are used to collect video and pavement condition in planning projects, testing roads, and all aspects of road management.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23557

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Transportation Program

Sub-Section:

TITLE: Infrastructure Plans, Not Final - District

CUTOFF: Award of construction contract

DESCRIPTION: Preliminary Plans or Conceptual Plans and Right of Way plans of highway and bridge infrastructure. These plans are created in MoDOT district offices for the project bidding process.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23625

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Infrastructure Project File - Right of Way, Construction Materials, External Civil Rights, Maintenance, Traffic

CUTOFF: Completion of Project

DESCRIPTION: Includes project design, right of way acquisition records, construction records, inspection reports, project material approvals, External Civil Rights records, and pay reports. These are the official file for these divisions and areas of work for the project. May include an unofficial copy of project contracts and agreements.

RETENTION: Years: 11 Months: 0 Days: 0

NOTES: Does not include routine maintenance and traffic management records processed as jobs instead of as projects in the Statewide Transportation Improvement Program (STIP). See 23627 for Bridge division documents.

DISPOSITION ACTION: Destroy

SERIES: 23749

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Intelligent Transportation System (ITS) Messages

CUTOFF: End of state fiscal year

DESCRIPTION: Log of dynamic message sign messages posted on highway signs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23555

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Transportation Program

Sub-Section:

TITLE: Intelligent Transportation System (ITS) Logistics Management

CUTOFF: Equipment is removed from infrastructure

DESCRIPTION: Information pertaining to intelligent transportation systems, including but not limited to dynamic message signs (DMS), closed circuit TV cameras (CCTV), wireless internet hot spots, and fiber hand holes installed on road and bridge infrastructure. Records include, but are not limited to location data, repairs and cost of operation for performance measures of the ITS system and managing future installations and improvements.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23592

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Letting Documents-Bridge Division

CUTOFF: Completion of project

DESCRIPTION: Bidding information used for analysis of contractors bid prices with engineer's estimates. Includes Structural Plans (electronic drawings and existing structure plans), Project Reviews and Proposals, Awarded Letting Reports, Letting Summaries and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23548

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Letting Documents-Design Division

CUTOFF: Completion of project

DESCRIPTION: Bidding information used for analysis of contractors bid prices with engineer's estimates. Includes Structural Plans (electronic drawings and existing structure plans), Project Reviews and Proposals, Awarded Letting Reports, Letting Summaries and correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23547

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Transportation Program

Sub-Section:

TITLE: Long-Term Road and Bridge Pay-Items Prices and Work Costs

CUTOFF: End of state fiscal year

DESCRIPTION: Average road and bridge component bid prices (unit price lists). Historical cost of certain types of work by job with structure information. Both used for seeing trends and future estimates of similar projects.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record will be maintained by MoDOT, and one copy to Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23674

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Photogrammetric Mapping

CUTOFF: Completion of project

DESCRIPTION: Photogrammetric mapping. Includes, but is not limited to aerial images and photo scans of land and roadways used for location mapping and to design roads and bridges.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record will be maintained by MoDOT, and one copy to Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23673

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Policy, Procedure and Planning Supporting Documentation for Engineering and Transportation Operations

CUTOFF: End of state fiscal year in which final version published

DESCRIPTION: Material used in the development of engineering and transportation operations policies, standards, procedures and plans documents. May include but is not limited to drafts, research notes, and related documentation. Includes Value Engineering records and reports of proposed modifications of plans or processes to reduce costs or increase efficiencies.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23601

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Transportation Program

Sub-Section:

TITLE: Roadside Facilities Operating Records

CUTOFF: When superseded or obsolete

DESCRIPTION: Operations and landscaping records for Weigh Stations, Welcome Centers, Rest Areas, Roadside Parks, Historical Marker Sites, Commuter Lots and CDL (Commercial Driver License) lots. These records are used for current and ongoing management of the facility/location.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23679

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Roadside Facilities Usage Reports

CUTOFF: End of state fiscal year

DESCRIPTION: Supporting documents for performance measurement reports and trend analysis. Includes data regarding the public's usage of roadside facilities such as welcome centers, rest areas, commuter lots and truck parking.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Supporting documents for performance measurement reports and trend analysis. Includes data regarding the public's usage of roadside facilities such as welcome centers, rest areas, commuter lots and truck parking.

DISPOSITION ACTION: Destroy

SERIES: 23730

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: State Planning and Research (SPR) Reports to Federal Government

CUTOFF: End of calendar year in which report is released

DESCRIPTION: Reports about the State Planning and Research program, including quarterly status reports, annual status reports, and annual work program reports.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23602

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Transportation Program

Sub-Section:

TITLE: Survey Field Books

CUTOFF: Completion of Project

DESCRIPTION: Project official record of road alignment and man-made features; bench levels and miscellaneous surveys, record profiles, cross sections and culvert sections or targeted points and vertical controls for photogrammetric surveys. Per CSR Title 10, Division 30, Chapter 2.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23714

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Technical Correspondence

CUTOFF: End of state fiscal year

DESCRIPTION: Documents created or received in the course of MoDOT's Program administration with Federal Highway, Transit, Rail and Aviation Administrations.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: See 23752 for financial and statistical reports.

DISPOSITION ACTION: Permanent

SERIES: 23751

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Traffic Monitoring Documentation and Change in Route Status Report

CUTOFF: End of Calendar Year

DESCRIPTION: Includes Vehicle Miles of Travel (VMT) Reports, Traffic Volume Maps created by MoDOT traffic studies and used for program planning and improvements, Change in Route Status Reports and Change in Route Marking documents created by MoDOT and local government regarding route changes. Information is provided to Federal Highway Administration.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23712

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Transportation Program

Sub-Section:

TITLE: Traffic Studies

CUTOFF: Completion of study

DESCRIPTION: Includes documents and results of traffic studies to include crash, speed, access, traffic simulation, and impacts of traffic changes to determine if changes are needed or justified.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23672

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Transportation Infrastructure Plans

CUTOFF: Completion of project

DESCRIPTION: Includes, but is not limited to road and bridge final design and contracted plans, final construction plans after the road or bridge has been built (as built) and final right of way plans for land acquired for the transportation infrastructure. Used to document the infrastructure.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23676

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011